

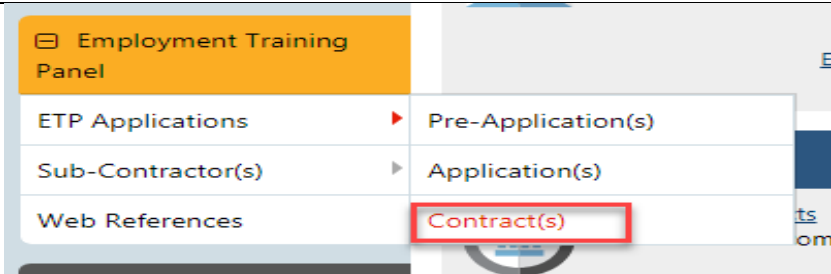
# California ETP/ETMS:

## Reference Guide: Enrollments – Add Trainee

Welcome to the California ETMS/ETP Main Menu screen. Employers like you play a valuable role in offering specialized training to California workers and ETMS provides the features to support your Application process and Contract experience.

Once your Application has been approved at Panel and the Contact is signed, you will be able to begin Enrolling your trainees. This Guide will show you how to add trainees, one at a time.

To add trainees, navigate to your Contract by selecting the Contract link under the Employment Training Panel section, go to the ETP Applications fly-out and select the Contract link.



Here, you will see a grid with your Contract information. Select the View link under the Action column.

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[Pre-Application\(s\)](#) [Application\(s\)](#) [Contract\(s\)](#)

For help click the question mark icon.

Show Filter Criteria

To sort on any column, click a column title.

Contract Number	Application Date	Applicant	Contact	Contractor Type	Application Status	Responsibility Type	Action
17CS-0007-000	11/17/2016	ABC Company 1	Brooks, Jeffrey	Single Employer	Contract Executed	Affiliated Company	N/A
18CS-0003-000	12/13/2016	Clay Employer	Test, Clay	Single Employer	Contract Executed	Applicant	<a href="#">View</a> <a href="#">CCS</a>

[Documents](#) [Contract Elements](#) [Curriculum](#) [Revisions](#) [Financial Information](#) [Review/Submit](#)

Indicates required fields.

For help click the question mark icon next to each section

Contract Executed - In Progress - #18-0680 (Show Details)

Training Delivery Methods

Enrollment and Trainees

Show Filter Criteria

To sort on any column, click a column title.

Contract Number	First Name	Last Name	SSN (last 4 digits)	Veteran	Enrollment Date	Enrollment Status	Action
18CS-0094-000	aja	board	6789	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Bob	Builder	1599	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Mary	Poppins	1600	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Sue	May	1601	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Tim	Horton	1602	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>

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[Groups/Locations/Job Titles](#) | [Groups Description](#) | [Mass Trainee Upload](#) | [Add Trainee\(s\)](#)

The system now takes you into your Contract. To navigate to Enrollments, select the Curriculum tab.

Under the Curriculum tab, select the heading titled Enrollments and Trainees.

At the bottom of Enrollment and Trainees select the Add Trainees link.

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The system will navigate to the Trainee Details page. Complete the following fields under the Trainee Details section:

**SSN:** Enter the Trainee's SSN without dashes. This is the only time that the SSN needs to be entered.

**First Name:** Enter the first name of the Trainee.

**Middle Initial:** This is an optional field.

**Last Name:** Enter the last name of the Trainee.

**Gender:** From the dropdown select the gender of the Trainee.

**Age Group:** From the dropdown select the age group of the Trainee.

**Education:** From the dropdown select the education of the Trainee.

**Ethnicity:** Select the checkbox that correlates to the Trainee's ethnicity.

**Trainee Details**

State Employee ID Number: 0

\* SSN: \*\*\*\*\*4279 [Clear](#)  
Do not enter dashes. Example 999999999

\* First Name: Bradley

Middle Initial:

\* Last Name: Avery

\* Gender: Male

\* Age Group: 35-44

\* Education: High School Graduate

\* Ethnicity:

- ☐ White
- ☐ African American/Black
- ☐ Ethnic Hispanic or Latino
- ☐ American Indian/Alaskan Native
- ☒ Asian
- ☐ Hawaiian/Other Pacific Islander
- ☐ Filipino
- ☐ Other

The next section to complete is the Contact Information. The only required information is the **Zip Code** field. Please enter the zip code of the Trainee's home address.

**Contact Information**

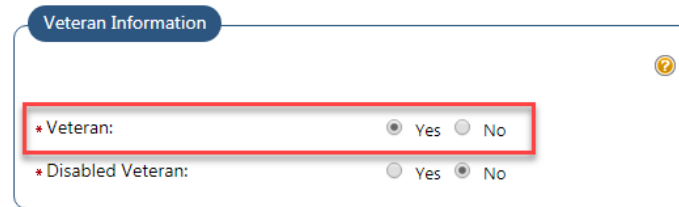
\* Zip code:   
99999 or 99999-9999

# California ETP/ETMS:

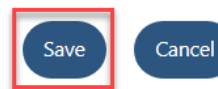
## Reference Guide: Enrollments – Mass Trainee Upload

The next section to complete is the Veteran Information section. Please select the Yes or No radio button in the **Veteran** field. If you do not know this information, select No.

After all required fields are complete, select the Save button.



The screenshot shows the 'Veteran Information' section of a form. It contains two radio button fields: '\* Veteran:' with 'Yes' and 'No' options, and '\* Disabled Veteran:' with 'Yes' and 'No' options. The 'No' option for the first field is selected. A red rectangle highlights the first field. A question mark icon is in the top right corner.



The screenshot shows two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangle.

After selecting Save, the system navigates to the Employment History Section. Please complete all the required selections.

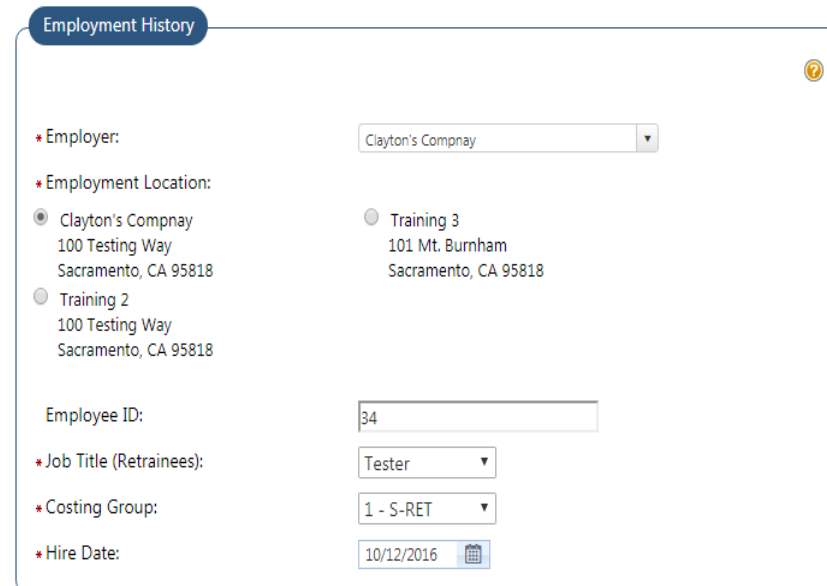
**Employer:** Select the Company from the dropdown selection where the Trainee is employed. There will be multiple selections if there are Affiliated Companies on the Contract.

**Employment Location:** Select the Location where the Trainee works. These selections are based off what is selected in the **Employer** field.

**Employee ID:** Employee ID is an optional field. If you do not enter an Employee ID for the Trainee, the system gives the trainee one. The Employee ID is used for Tracking Hours and Invoicing.

**Job Title:** Select the Job Title from the dropdown. The Job Title options are based off of what location is selected.

**Costing Groups:** Select the Costing Group of the Trainee. These selections are based off of what Job Title is selected.



The screenshot shows the 'Employment History' section of a form. It contains several fields: '\* Employer:' with a dropdown menu showing 'Clayton's Compnay'; '\* Employment Location:' with two radio button options: 'Clayton's Compnay' (selected) and 'Training 3'; 'Employee ID:' with a text input field containing '34'; '\* Job Title (Retrainees):' with a dropdown menu showing 'Tester'; '\* Costing Group:' with a dropdown menu showing '1 - S-RET'; and '\* Hire Date:' with a date input field showing '10/12/2016' and a calendar icon. A question mark icon is in the top right corner.



The screenshot shows two buttons: 'Save' and 'Cancel'.

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**Hire Date:** Enter the Hire Date of the Trainee.

After all of the required fields are entered, select the Save button.

The system then navigates back to the first page, where the Trainee Details are found. This page now has a section summarizing the Employment History.

If the Employment History of the Trainee needs to be edited, select the View link under the Action column.

Employment History

To sort on any column, click a column title.

Company Name	Employee ID	Job Title	Hire Date	Action
Clayton's Compnay	34	Tester	10/12/2016	<a href="#">View</a> <a href="#">Delete</a>

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Rows 

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[\[ Add Employment History \]](#)

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To save the Trainee, please select the Save button under the Employment History Section.

Employment History



To sort on any column, click a column title.

Company Name	Employee ID	Job Title	Hire Date	Action
Clayton's Compnay	680-6174	Tester	3/4/1997	<a href="#">View</a> <a href="#">Delete</a>

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[\[ Add Employment History \]](#)

Save

Cancel

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After the Trainee is saved, the system navigates back to the main curriculum tab. The Trainee will appear in the grid under the Enrollments and Trainee's section. Their status will show as enrolled.

Enrollment and Trainees

[Show Filter Criteria](#)

To sort on any column, click a column title.

Contract Number	First Name	Last Name	SSN (last 4 digits)	Veteran	Enrollment Date	Enrollment Status	Action
18CS-0094-000	aja	board	6789	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Bob	Builder	1599	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Mary	Poppins	1600	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Sue	May	1601	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>
18CS-0094-000	Tim	Horton	1602	No	10/12/2017	Enrolled	<a href="#">Manage</a> <a href="#">Edit</a>

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